

## INSTALLATION TEAM ENTRY AND ARRIVAL PROCEDURES

### 1. Installation Entry Form:

a. The installation entry form, at Appendix 1, must be completed and forwarded by email to Fort Lee by 24 January 2003. The names of all team members must be listed on the entry form to receive participation credit for the competition.

b. Members may be substituted if they are unable to attend. Teams are made up of twelve (12) personnel including the Team Manager, the Team Captain, seven members, and three apprentices. The "Team Manager" is overall responsible for the team.

**c. Due to limited facilities and available time teams are limited to six individual entries in categories K and P.** Teams may be doubled up in the kitchens if necessary, due to limited facilities. The competition is open to individuals and/or teams from all services that are active duty, National Guard, Army Reserve, and DOD civilian employees.

d. Active Army teams are by Installation, National Guard is by state and Army Reserve is by region.

### 2. Arrival Procedures:

a. Competitors should arrange to arrive at Fort Lee, VA, no later than 28 February 2003.

b. Dress throughout the competitors' stay at Fort Lee will be food service whites and BDUs for the field phase of the competition. Team members may wear the **white chef's jacket, white chef's toque, neckerchief, black or hounds tooth pattern pants and safety shoes** or low quarter shoes if provided as the team uniform. Civilian Team Managers/Advisors may wear the full-length lab coat with nametag. All non-competing personnel will wear the appropriate military uniform IAW AR 670-1, Wear and Appearance of Army Uniforms and Insignia, during duty hours.

NOTE: Ball caps are not authorized during the competition. Teams should wear the white chef's toque/hat. Regardless of which uniform is worn, remember, you must always present a disciplined, military appearance. USACAT Members and apprentices need to bring their USACAT uniforms for official team functions, photographs, and trend update seminars.

### 3. Kitchen Work Areas:

a. Competitors should allow no less than 5 working days (including weekends) at Fort Lee prior to the competition for the production and touchup of their cold food entries. Competition staff will be assigning kitchen areas in building 4200 on 1 March 2003. Labs

are assigned according to when your packet arrives at Fort Lee. You may request a particular lab after your packet has been received.

b. The assigned work areas must be hand-receipted by the Team Manager or senior individual. Prior to releasing hand receipts at the end of the show, all kitchens must be properly cleaned, cleared, and returned to the competition staff before departure from this command. Cleaning supplies (detergent, brooms, mops, etc.) will be provided.

c. A limited amount of food preparation equipment will be available in the assigned work areas. Specialized equipment needed for preparation and display of culinary entries must be provided by the installation. Only those items listed will be provided. (See equipment list of Appendix 2).

d. Each year available space for the teams decreases because of the constant increase in the number of competitors. To help reduce the required space, Team Managers should ensure centerpieces are completed prior to arrival at Ft Lee.

**4. Travel and Hotel Accommodations:** Team Managers and/or individual competitors will make their own travel and hotel arrangements. A list of hotels/motels is included in this packet. Teams should not plan to depart earlier than 14 March 2003, after 1300.